

 OhioHealth	POLICY & PROCEDURE	
	DUBLIN MEDICAL EDUCATION	
	TITLE: Program Evaluation Committee	NUMBER: ME-1000.018
	ISSUE DATE: 4/26/16	EFFECTIVE DATE: 4/26/16
	DEVELOPED / REVISED BY: Dublin Medical Education	
	REVIEWED BY: Dublin Graduate Medical Education	DATE REVIEWED: 4/26/16
APPROVED BY: Dublin Graduate Medical Education		

SCOPE

This policy is in effect for Medical Education at Dublin Methodist Hospital.

STATEMENT OF PURPOSE

The Program Evaluation Committee (PEC) is an ACGME required committee intended to support the residency program by planning, developing, implementing, and evaluating educational activities of the program.

DEFINITION

In this document, the term “residency program” refers to GME training programs located at Dublin Methodist Hospital.

POLICY

The Program Evaluation Committee must be appointed by the residency program director and must be composed of at least two program faculty members and at least one resident. The Committee must meet at least annually.

PROCEDURE

The Responsibilities of the Program Evaluation Committee include:

1. Planning, developing, implementing and evaluating the educational activities of the program
2. Reviewing and making recommendations for revision of competency-based curriculum goals and objectives
3. Addressing areas of non-compliance with ACGME standards
4. Reviewing the program annually using evaluations of faculty, residents, and others
5. Documenting formal systematic evaluation of the curriculum by monitoring and tracking the following areas:
 - a. Resident performance
 - b. Faculty Development
 - c. Graduate performance, including performance of program graduates on the certification examination

- d. Program quality, including review of resident and faculty annual written confidential program evaluations and other program evaluation results to improve the program
 - e. Progress on the previous year's action plan(s)
6. Written minutes documenting this systematic program review must be maintained
7. The PEC must render a written, annual program evaluation
8. The PEC must prepare a written plan of action to document initiatives to improve performance in one or more areas listed above as well as delineate how they will be measured and monitored
9. The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes
10. A copy of the final annual program evaluation must be presented to the Director of Graduate Medical Education and the GMEC

REFERENCES

ACGME Common Program Requirements V.C.